



SECURITY TEAM COORDINATOR

The US Consulate General in Perth is seeking an experienced individual to provide security and investigative services in the Regional Security Office.

This position is on a full time basis.
Starting salary \$71,819 + superannuation benefits.

Please refer to:
<http://canberra.usembassy.gov/job-opportunities.html>
for further details

Forward letter, resume and response to the position requirements to the Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace, PERTH WA 6000 by **16 September 2011**.

Hand delivered applications cannot be accepted.
Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

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| POSITION TITLE: <u>SECURITY TEAM COORDINATOR –</u> <u>FULLTIME</u> | POSITION GRADE – 8 (STARTING SALARY \$71,819) |
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Enhance safety and security of mission personnel and facilities by coordinating effective employment of all appropriate post resources to provide comprehensive situational awareness to identify pre-operational terrorist surveillance and act to inform, interdict and disrupt. Supervises and coordinates all aspects of the Surveillance Detection Program at post under supervision and guidance of the Regional Security Officer (RSO) and Senior Foreign Service National Investigator (S/FSNI). Assist the RSO in incorporating comprehensive surveillance detection and awareness as essential functions of the integrated security plan.

Major Duties and Responsibilities

1. In accordance with RSO directive, coordinates the participation, harmonization, and training of post resources (e.g. LGF, GSO drivers, FSN staff, local police, and domestic staff) and the SD Team (three subordinates) in the SD Program. Supervises compilation and review of reports, and conducts analysis of a wide variety of security incidents derived from the SD Team, LGF, FSN and U.S. employees of the mission to provide RSO with indications and warnings related to the presence of potential terrorist surveillance activity at post. Oversees all SD Team efforts to detect, identify, and monitor hostile surveillance measures directed against USG personnel, families, facilities, and residences. In accordance with RSO directives, trains and supervises team in use of electronic equipment to photograph, and/or videotape suspicious or unusual activities and personnel. Supervises and establishes mobile surveillance detection operations to detect, identify and monitor hostile surveillance activities directed against USG vehicles, and privately operated vehicles of designated USG personnel and their families. Produces work schedules, and monitors job performance, recommend performance improvement and disciplinary actions.
2. Briefs the RSO on SD operations and incidents/sightings. Ensures that all SD sighting reports are fully documented and properly entered into the Security Incident Management and Analysis System (SIMAS) by the Security Analyst. Oversees SD team administration and logistical support requirements, working with the contractor and RSO to ensure administration and logistical support requirements are met. Ensures SSD team utilizes issued communications, photographic and video and other SD equipment in performance of assigned duties and tasks, in accordance with U.S Government regulations and RSO policies and guidelines. Prepares shift report, incident report, and operational assignment summaries. Prepares record of interviews with host country national police in furtherance of SD incident management. Maintains controls on subordinates' use of contractor-provided vehicles, ensures the equipment provided meets all safety standards and is fully operational. Audits monthly bills for SD Team and cellular telephones to ensure the bills are accurate and that appropriate charges are levied against subordinates for any personal phone calls.

SDC monitors post SD budget allocation for SD Team and is accountable for all operations expenses.

Supervisory duties must include assisting in recruitment and selection of SD team members, scheduling shifts of team members, approving leave of subordinates, monitoring job performance of SD team members, and recommending performance improvement, performance recognition or disciplinary actions.

3. As directed by the RSO, serves as liaison with other agencies and office at Post on SD matters.
4. Assists Post Security Officer in conducting of residential security inspections, monitor of local crime trends effecting residential security and general coordination of alarm security.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of year 12 is required
2. Ten years of experience in security, law enforcement, military, or intelligence analysis; in addition to at least one year of prior supervisory experience is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. An excellent working knowledge of administrative procedures, law enforcement and/or intelligence analysis is required.
5. Must have demonstrated knowledge of leadership principles and practices, problem solving and the ability to work independently is required.
6. Outstanding written and verbal communication skills, including a demonstrated ability to interpret and report facts from complex data arrays in a clear concise manner is required.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

THE DEADLINE FOR APPLICATIONS IS 16 SEPTEMBER 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.